

Rule 5005-3

FILING PAPERS -- SIZE OF PAPERS

Paper pleadings and other submissions and proposed orders and other papers, including attachments thereto, tendered for filing shall be typewritten, or if produced by computer generated software, shall be printed by letter quality printers, shall be singled-sided, void of tabs, and shall be on white paper approximately eight and one-half inches wide by eleven inches long, with one and one-fourth inch margins. The Clerk shall convert any filed paper document to an electronic format by an electronic scanning process. The Clerk shall retain all scanned paper documents for a period of sixty (60) days for quality control purposes. The Clerk shall destroy or discard such documents after the expiration of such time period. A person filing a paper document is responsible for ascertaining that the electronic document is an accurate readable image of the paper document. In the event the Clerk notifies a person filing a paper document that it does not conform to this rule, the person shall take such steps as are necessary to correct the error within ten (10) days of receipt of the notice from the Clerk. If the filing party fails to correct the deficiency within ten (10) days, the court may enter an order striking the document without further notice or hearing. Pleadings and other submissions made by electronic means when printed copies are generated shall conform to these standards.

Notes of Advisory Committee

2004 Amendment

This amendment recognizes that most documents produced for filing with the Court are done with the use of computers and is made simply for technical clarification. Documents originally submitted in electronic form shall conform to these standards when reduced to "hard copy" form. Clarifying these standards will also assist the Clerk when scanning paper documents into CM/ECF to preserve in electronic form because it will ensure legible quality images of the paper document.

1997 Amendment

This amendment conforms the existing Local Rules to the uniform numbering system prescribed by the Judicial Conference of the United States and to the model system suggested and approved by the Advisory Committee on Bankruptcy Rules of the Judicial Conference's Committee on Rules of Practice and Procedure. In renumbering the Local Rules to conform to the uniform numbering system, no change in substance is intended. This amendment is effective on April 15, 1997.

This rule was formerly Local Rule 2.02(a). The Advisory Committee Notes to the superseded rules may be helpful in interpreting and applying the current rules.